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ABSTRACT

This handbook is intended to serve as a hands-on reference for technical trainers, many of whom are resident experts in corporations who have been recruited from within the organization rather than individuals with training background. It contains 23 chapters by experts in the field: (1) The History of Technical Training (Richard A. Swanson and Richard J. Torraco); (2) Managing the Technical Training Function (Anthony Nathan, Dave Santi, and Bill Chisholm); (3) The Technical Training Function: Growth of Technical Training Professionalism (Patricia Chance); (4) Selecting and Supporting the Technical Trainer (Linda J. Segall); (5) Financing the Technical Training Function (Daniel E. Treinen and Charles D. Douglas); (6) Liability and the Technical Trainer (John Sample); (7) The Adult Learner in the Technical Environment (Malcolm S. Knowles and David E. Hartl); (8) Instructional Design Basics (Mary Gail Beibel); (9) Assessment of the Options (W. J. Mallory and J. R. Steele); (10) Individualized Instructional Approaches (Angus Reynolds); (11) Group Training Methods (Detailed) (Kim Ruyle); (12) Technical Training Facilities and Equipment (Eileen West); (13) Technology Learning Laboratories (Aaron Agrawal); (14) Using Evaluation to Improve the Quality of Technical Training (Robert O. Brinkerhoff); (15) Skilled Trades Program (David C. Paquin); (16) Anatomy of a Training Program: A Start-to-Finish Look (Joseph C. Mancuso); (17) Installation of Total Quality Management in a High-Tech Environment: The Plant 16 Experience (Michael A. Sullivan); (18) An International Perspective of Technical and Skills Training: The Singapore Experience (John Ewing-Chow); (19) Anatomy of a Technical Training In-Service Training Day: Saudi Aramco Style (Ali M. Dialdin); (20) Colleges, Universities, and Vocational and Technical Institutes (Robert G. Sheets); (21) Technical and Skills Training Suppliers (Tom Doyle, Anne Mansfield, and Darlene Van Tiem); (22) Trends in Technical Jobs, Skills, and Training (Eileen S. Carnevale); (23) Glossary of Technical Terms (William A. Sugar and

Thomas M. Schwen). The publisher anticipates that this handbook will be supplemented yearly. (DGM)

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